# grantprojectsmanagempuserprofiles

# Table of Contents

❏ Under **User**:

| First Name | Type the user's first name. This field can be a maximum of 50 characters. |
|---|---|
| Last Name | Type the user's last name. This field can be a maximum of 50 characters. |

❏ In the **Phone** fields:

| Area Cd | Type the three-digit area code of the phone number. |
|---|---|
| Phone Nbr | Type the seven-digit phone number. |
| Ext | Type the four-digit extension number if any. |
| Member | Begin typing a member name or six-digit county district number. As you type the data, a drop-down list of corresponding data is displayed. Select a member. If the member name or county district number is not known, click ⋮ to select a member from the Member lookup or press the Spacebar to view a list of members. |
| Admin | Select to indicate that the user is an admin user. |
| Status | Click ⌄ to select the user's status (*A - Active* or *I - Inactive*). |
| E-mail | Type the user's email address. The field can be a maximum of 45 characters. |
| E-mail Opt-Out | Select to indicate that this user is opted out of receiving emails. |
| User Name | Type a 6-25 character user name. (No embedded spaces are allowed.) The name must be unique within the LEA?; it is not case-sensitive. |
| Password | Type a new password. If the user created a MemberPortal account, this field is populated with an encoded and masked version of the password to secure user credentials.<br><br>Requirements:<br><br>• 8-46 alphanumeric characters<br>• Three of the following: uppercase, lowercase, numeric, and special characters<br>• Case-sensitive |

❏ Under **Grant Types**:

| Grant Type | Begin typing the grant type or description. As you type the data, a drop-down list of corresponding data is displayed. Select a grant. If the grant type or description is not known, click ⋮ to select a grant from the Grant Types lookup or press the Spacebar to view a list of grant types. |
|---|---|
| Accessibility | Click ⌄ to select the user's level of access to the corresponding grant type.<br><br>• All<br>• Inquire Only<br>• Enter and Save Data<br>• Submit Reimbursement Request<br>• Submit Budget Amendment |

❏ Click **+Add** to add additional rows.

❏ Click **Save**.

❏ Otherwise, click **Cancel** to return to the Manage Users page without adding data.

# Back Cover